

Resolution #2020-9

RESOLUTION AMENDING ARTICLE II OF THE CITY OF WINSTON-SALEM PERSONNEL RESOLUTION TO ADJUST THE COMMON PERFORMANCE EVALUATION DATE, ADD AND DELETE CERTAIN POSITION CLASSIFICATIONS, AND ALLOW FOR MID-YEAR MERIT PAY ADJUSTMENTS IF SUFFICIENT RESOURCES ARE AVAILABLE AND AMENDING ARTICLE III TO INCREASE THE NUMBER OF HOLIDAYS THAT AN EMPLOYEE CAN CARRY OVER EACH CALENDAR YEAR, TO ELIMINATE THE NUMBER OF DAYS TO USE ACCRUED HOLIDAYS, AND TO EXPAND THE AVAILABILITY OF ADVANCED SICK LEAVE FOR COVID-19 RELATED CIRCUMSTANCES

WHEREAS, the Human Resources Department periodically reviews the Personnel Resolution, in consultation with City management, to determine if the resolution needs to be updated; and

WHEREAS, City management has directed the Human Resources Department to revise the policies related to the calendar for performance evaluations, carryover and use of accrued holidays, and availability of advanced sick leave for COVID-19 related circumstances; and

WHEREAS, the Human Resources Department periodically reviews job classifications, with the primary focus on evaluation to ensure positions are appropriately classified and compensated; and

WHEREAS, the Human Resources Department has determined a need to include additional pay classification job titles to more accurately reflect work being performed and to differentiate the work for similar positions; and

WHEREAS, the current coronavirus pandemic is projected to reduce significantly the City's revenues to fund merit pay adjustments for FY 2020-2021; and

WHEREAS, the Mayor and City Council seek to provide for merit pay adjustments if there are sufficient federal and/or state coronavirus relief funding or other budgetary resources to

fund these adjustments for part of the fiscal year, based on the City Council's assessment of the City's financial outlook in October 2020.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Winston-Salem that the following amendments to the Personnel Resolution are approved:

SECTION I: Article II. Compensation, Section 30 (a)(2). General policy—Pay, is hereby amended to note that the city manager has the authority to establish the performance evaluation dates for all city employees on the Revised General Pay Plan:

(a) *Revised General Pay Plan.* Effective April 8, 2019, this pay plan consists of thirty (30) pay grades (Grades 1-30). All positions, except for sworn police and certified fire and positions on the flat rate pay plan, are included in this pay plan. All classifications in the revised general pay plan are assigned to one (1) of the thirty (30) pay grades. Each pay grade has a minimum, midpoint, and maximum rate of pay established by the city manager and/or his designee.

- (1) *Minimum rate; exceptions.* The normal beginning rate of pay for a new employee will be the minimum of the pay grade to which the employee's classification is assigned. The city manager, may, in special cases, authorize initial appointments above or below the established minimum of the pay grade. Examples of such special cases where a higher or lower rate may be authorized are: appointment of a former city employee who has demonstrated his/her competence in the same classification; appointment of especially well qualified individuals to certain classifications for which a scarcity of suitable applicants at the usual starting rate temporarily necessitates a higher starting rate. A rate lower than the pay grade minimum may be authorized to employ an applicant who within a predetermined time period, usually one (1) year or less, will be able to complete the educational, licensing or certification requirements of the classification.
- (2) *Performance evaluations; merit increase consideration.* Employees appointed to full-time positions or receiving employee benefits, as described in Article III, Section 46, within the revised general pay plan will be scheduled for evaluation and merit increase consideration in accordance with the following schedule:

Initial employment —~~Conversion to common evaluation date of June 30 and annually thereafter.~~ Merit increase consideration will be effective beginning the first pay period of the new fiscal year and based on the amount/percentage adopted by the city council for that fiscal year.

Promotion —No change to employee evaluation schedule.

Demotion—(voluntarily or involuntarily). No change to employee evaluation schedule.

Lateral transfer— No change to employee evaluation schedule.

Reclassification— No change to employee evaluation schedule. *Regrade*— No change to employee evaluation schedule.

Competitive market range adjustment— No change to employee evaluation schedule.

The city manager is authorized to establish the performance evaluation dates for all city employees.

Supervisors may schedule employees for additional performance review as deemed necessary. Eligibility for pay changes; however, will be in accordance with the previous schedule.

- (i) *Basis for allowable amount of increase.* The allowable amount of an employee's pay increase will be based upon his/her overall performance rating. The city manager, upon recommendation of the human resources department, will annually set the allowable pay adjustments and type of award (cash award, base salary change or a combination of both) for each of the overall performance ratings not to exceed the amount/percentage adopted by the city council for that fiscal year. Effective April 8, 2019, with the exception of employees who are hired by the city prior to April 8, 2019, in no case, shall the authorized pay adjustment result in a salary amount that exceeds the maximum of the assigned pay grade.
- (ii) *Marginal performance rating.* Employees who receive a marginal performance rating will not receive an increase in pay. Employees receiving a marginal performance rating will be placed on a performance improvement plan and will be re-evaluated within three (3) months with eligibility for a pay increase upon full compliance with the performance improvement plan. The effective date of increase will be the date of the performance improvement plan review. The evaluation date will be retained.
- (iii) *Other compensation.* The city provides a performance appraisal and merit pay system to reward employees for overall meritorious job performance. However, when employees have exhibited performance that warrants immediate monetary recognition or in order to address market compensation issues, documented by the human resources department for individual positions, the city manager may initiate or act upon the supervisor's recommendation to initiate an increase in an individual employee's compensation. In these instances, only the city manager is authorized to approve market or merit increases and the authorized increase shall not exceed ten (10) per cent of the recipient's annual salary. Effective April 8, 2019, with the exception of employees who are hired by the city prior to April 8, 2019, in no case, shall the authorized increase exceed the maximum of the assigned pay grade. Employees are eligible for such increases once in a twelve-month period and recipients of such increases shall retain their evaluation date. A record of any such increases will be made and retained in the human resources department.
- (iv) *Managed competition incentive pay.* The city manager may authorize additional payment to employees subject to managed competition for exceeding performance

goals, for obtaining additional training and certification levels, and meeting/exceeding attendance goals. The city manager is authorized to develop and administer an appropriate incentive pay program. The total payout to an employee, excluding payments attributable to overtime, may not exceed fifty (50) per cent of the employee's base rate of pay during the contract period.

SECTION II: Article II. Compensation, Section 30 (b)(2). General policy—Pay, is hereby amended to note that the city manager has the authority to establish the performance evaluation dates for all city employees on the Public Safety (Sworn Police/Certified Fire) Pay Plan:

(b) *Public Safety (Sworn Police/Certified Fire) Pay Plan.* This plan consists of twenty (20) pay grades and covers sworn police and certified fire personnel up to and including assistant police chief and assistant fire chief.

(1) *Minimum rate; exception.* The normal beginning rate of pay for a new employee will be the minimum rate in the established range. However, the city manager, may, in special cases, authorize initial appointments above or below the minimum but only after an investigation of the case by the human resources director. Examples of such special cases where a higher or lower rate may be authorized are: appointment of a former city employee who has demonstrated his/her competence in the same classification; appointment of especially well qualified individuals to certain classifications for which a scarcity of suitable applicants at the usual starting rate temporarily necessitates a higher starting rate. A rate lower than the minimum rate may be authorized to employ an applicant who within a predetermined time period, usually one (1) year or less, will be able to complete the educational, licensing or certification requirements of the classification.

(2) *Performance evaluations; merit increase consideration.* Employees appointed to full-time positions or receiving employee benefits, as described in Article III, Section 46, within the public safety (sworn police/certified fire) pay plan will be scheduled for evaluation and merit increase consideration in accordance with the following schedule:

Initial employment — ~~Conversion to common evaluation date of June 30 and annually thereafter.~~ Merit increase consideration each year will be effective beginning the first pay period of the new fiscal year and based on the amount/percentage adopted by the city council for that fiscal year.

Promotion —No change in employee evaluation schedule.

Demotion (voluntarily or involuntarily) —No change in employee evaluation schedule.

Lateral transfer —No change to employee evaluation schedule.

Reclassification —No change to employee evaluation schedule.

Pay plan adjustments —No change to employee evaluation schedule.

The city manager is authorized to establish the performance evaluation dates for all city employees.

Supervisors may schedule employees for additional performance review as deemed necessary. Eligibility for pay changes, however, will be in accordance with the previous schedule.

- (i) *Basis for allowable amount of increase.* The allowable amount of an employee's pay increase will be based upon his/her overall performance rating, the city manager, upon recommendation of the human resources department, will set the allowable pay adjustments and type of award (cash award, base salary change or a combination of both) for each of the overall performance ratings.
- (ii) *Unacceptable performance rating.* Employees who receive an unacceptable rating will not receive an increase in pay. Employees receiving an unacceptable performance rating will be placed on a performance improvement plan and will be re-evaluated within three (3) months with eligibility for a pay increase upon full compliance with the performance improvement plan. The effective date of increase will be the date of the performance improvement plan review. The evaluation date will be retained.
- (iii) *Other compensation.* The city provides a performance appraisal and merit pay system to reward employees for overall meritorious job performance. However, when employees have exhibited performance that warrant immediate monetary recognition or in order to address market compensation issues, documented by the human resources department for individual positions, the city manager may initiate or act upon the supervisor's recommendation to initiate an increase in the individual employee's compensation. In these instances, only the city manager is authorized to approve market or merit increases and the authorized increase shall not exceed ten (10) per cent of the recipient's annual salary. Effective April 8, 2019, with the exception of employees who are hired by the city prior to April 8, 2019, in no case, shall the authorized increase exceed the maximum of the assigned pay range. Employees are eligible for such increases once in a twelve-month period and recipients of such increases shall retain their evaluation date. A record of any such increases will be made and retained in the human resources department.

SECTION III: Article II. Compensation, Section 30 (a)(11). General policy—Pay, is hereby amended to delete certain classifications and add new classifications to the Revised General Pay Plan:

Effective as of ~~April 8, 2019~~ July 1, 2020

TITLE	PAY GRADE
Accounting Clerk	3
Accounting Services Manager	16
Accounting Technician	5

Administrative Assistant	8
Administrative Council Clerk	6
Administrative Intern	3
Administrative Secretary	6
Administrative Technician	6
Adult Recreation Program Supervisor	9
Applications and Database Coordinator	19
Assistant Chemist	9
Assistant City Attorney	17
Assistant City Manager	26
Assistant Contact Center Director	13
Assistant Curbside Supervisor	10
Assistant Director, Office of Business Inclusion & Advancement	16
Assistant Field Operations Manager	15
Assistant Finance Officer	19
Assistant Forensics Services Division Supervisor	12
Assistant Golf Professional	6
Assistant Historic Parks Supervisor	8
<u>Assistant Lake Program Supervisor</u>	<u>7</u>
Assistant Planning Director	17
Assistant Recreation Center Supervisor	7
Assistant Recreation Director	17
Assistant Risk Manager	15
Assistant Sanitation Director	14
Assistant Storm Water Director	15
Assistant to City Manager	15
Assistant to Fair Director	10
Assistant to the Director of Operations	12
Assistant Traffic Maintenance Supervisor - Markings	10
Assistant Traffic Maintenance Supervisor - Signals	10
Assistant Transportation Director	18
Assistant Utility Director - Business Services	20

<u>Assistant Utility Director - Operations</u>	<u>20</u>
Assistant Utility Director - Solid Waste	20
Assistant Utility Plant Superintendent	15
Associate Fleet Technician	4
<u>Athletics Director</u>	<u>14</u>
Auxiliary Programs Coordinator	11
Background Investigator	6
Body-Worn Camera Assistant	6
Box Office Coordinator	10
Budget and Evaluation Analyst	12
Budget and Evaluation Director	21
Building Construction Specialist	12
Building Inspector	10
Building Maintenance Coordinator - Custodial	10
Building Maintenance Coordinator - HVAC	10
Building Maintenance Mechanic	5
Building Maintenance Supervisor	12
Business Analyst	13
Business Inclusion Manager	14
Business Office Coordinator	13
Buyer	9
Buyer - Construction Specialist	9
<u>Capital Projects Coordinator</u>	<u>14</u>
Cemetery Supervisor	11
Central Warehouse Manager	14
Chemist	10
Chief Building Official	17
Chief Financial Officer	24
Chief Information Officer	24
<u>City Clerk</u>	<u>13</u>
City Engineer	21
City Manager Office Coordinator	10

City Revenue Collector	16
City Secretary	13
City Surveyor	13
City-County Purchasing Director	18
City-County Utilities Director	24
Civil Engineer	13
Civil Engineer Design Manager	17
Civil Engineer Field Manager	16
Civil Engineer Finance Manager	16
Civil Engineering Coordinator	13
Civil Engineering Supervisor	15
Code Enforcement Senior Project Supervisor	13
<u>Communications Training Coordinator</u>	<u>9</u>
Community Assistance Liaison	11
Community Development Director	21
Community Educator	8
Concrete Finisher	6
Construction Inspection Supervisor	13
Construction Inspector	9
Construction Management Project Manager	12
Contact Center Director	16
Contact Center Team Lead	7
Craft Shop Coordinator	7
Craft Shop Worker	2
Crew Coordinator - C&M	8
Crew Coordinator - Landscape	8
Crew Coordinator - Meter	8
Crew Coordinator - PFM	8
Crew Coordinator - Rec	8
Crew Coordinator - Sanitation	8
Crew Coordinator - Sewer CCTV	8
Crew Coordinator - Solid Waste	8

Crew Leader - C&M	6
Crew Leader - Golf	6
Crew Leader - PFM	6
Crew Leader - Playground Inspector	6
Crew Leader - Rec	6
Crew Leader - Sewer	6
Crew Leader - Transportation	6
Crime Analyst	10
<u>Crime Stoppers Investigator</u>	<u>6</u>
Curbside Collection Supervisor	9
Custodian - PFM	1
Custodian - Solid Waste	1
Custodian - Wastewater	1
Custodian Coordinator - PFM	4
Customer Contact Service Representative	4
Customer Service Clerk	2
Dead Animal Control	3
Deputy Budget and Evaluation Director	17
Deputy Community Development Director	18
Deputy City Attorney	19
<u>Deputy City Clerk</u>	<u>10</u>
Deputy City Secretary	10
Deputy Director of Sanitation	17
Deputy Director of Traffic Field Operations	18
Deputy Director of Transportation	18
Deputy Human Resources Director	18
Deputy Marketing and Communications Director	17
Deputy Property and Facilities Management Director	18
Deputy Planning Development Services Director	19
Deputy Utilities Director	21
Director - Office of the Mayor	16
Director of Business Inclusion and Advancement	19

Director of Operations	23
Director of Performance and Accountability	18
Director of Sanitation	20
Director of Traffic Field Operations	21
Director of Transportation	21
District Recreation Supervisor	12
Diversity Compliance Specialist	9
Dryer Technician	6
Electrical Inspector	10
Electrician - PFM	8
Emergency Management Coordinator	14
Emergency Management Director	19
Energy Management Coordinator	12
Engineering Technician	8
Environmental Control Officer	7
Equipment Maintenance Technician	7
Equipment Mechanic - Light	5
Erosion Control Inspector	10
Erosion Control Program Manager	12
Events and Operations Coordinator	10
Events Maintenance Leader	4
Facility Management Project Coordinator	11
Fair Director	15
False Alarm Coordinator	6
Field Operations Manager	19
Field Zoning Inspector	7
Financial Analyst	12
Financial Clerk	4
Financial Technician	8
Fire Apparatus Maintenance Supervisor	10
Fire Apparatus Mechanic	8
Fire Chief	23

Fire Records Specialist	5
Firearms and Toolmark Examiner	9
Fiscal Program Coordinator	11
Fleet Attendant - PFM	2
Fleet Data Technician	6
Fleet Services Supervisor - PFM	14
<u>Food Resilience Program Manager</u>	<u>13</u>
Forensic Services Division Supervisor	15
Forensic Services Squad Supervisor	10
Forensic Services Technician	7
<u>Geographical Services Manager</u>	<u>17</u>
GIS Administrator - Sanitation	12
GIS Coordinator	14
Golf Course Maintenance Supervisor	9
Golf Professional - General Manager	10
Grants Analyst	10
Graphic Artist	7
Graphic Design Coordinator	11
Health Services Coordinator	15
Heavy Equipment Operator - C&M	6
Heavy Equipment Operator - CBD	6
Heavy Equipment Operator - PFM	6
Heavy Equipment Operator - Rec	6
Heavy Equipment Operator - Solid Waste	6
Heavy Equipment Operator - Transportation	6
Historic Parks Supervisor	12
Housing and Development Program Coordinator	11
Housing and Development Program Supervisor	13
Housing Inspector Supervisor	11
Housing Programs Manager	16
Human Relations Director	19
Human Relations Outreach Specialist	10

Human Relations Specialist	10
Human Resources Analyst	12
Human Resources Director	22
Human Resources Specialist	6
Human Resources Technician	5
<u>IBIS Technician</u>	<u>7</u>
Industrial Waste Control Technician	4
Information Systems Administrator	14
Information Systems Analyst	14
Information Systems Communications Analyst	12
Information Systems Project Coordinator	16
Information Systems Supervisor	17
Infrastructure Asset Management Engineer	15
Infrastructure Services Coordinator	19
Inspection Records Specialist	5
Instrumentation Technician	8
Instrumentation Technician Manager	15
Intake Specialist	5
Internal Audit Administrator	15
Internal Auditor	13
<u>Investigative Assistant</u>	<u>6</u>
Investment Analyst	14
Keep W-S Beautiful Coordinator	11
Laborer - Rec	2
Laborer - Sanitation	2
Laborer - Solid Waste	2
Lake Attendant	3
Lakes Program Supervisor	12
Land Use Coordinator	16
Latent Print Examiner	9
Legal Assistant	8
Light Equipment Operator - C&M	4

Light Equipment Operator - PFM	4
Light Equipment Operator - PFM Cemetery	4
Light Equipment Operator - Rec	4
Light Equipment Operator - Sewer	4
Light Equipment Operator - Transportation	4
Light Equipment Operator - Wastewater	4
Maintenance Mechanic - Rec	5
Maintenance Worker - C&M	3
Maintenance Worker - CBD	3
Maintenance Worker - Golf Course	3
Maintenance Worker - Grounds	3
Maintenance Worker - Landscape	3
Maintenance Worker - Outfall	3
Maintenance Worker - PFM Cemetery	3
Maintenance Worker - Sewer CCTV	3
Maintenance Worker - Transportation	3
Marketing and Communications Director	20
Master Fleet Technician	9
Master Fleet Technician - Heavy Equipment	9
Mechanical Inspector	10
Medium Equipment Operator - C&M	5
Medium Equipment Operator - Outfall	5
Medium Equipment Operator - PFM	5
Medium Equipment Operator - Rec	5
Medium Equipment Operator - Solid Waste	5
Medium Equipment Operator - Transportation	5
Medium Equipment Operator - Wastewater	5
Meter Reader	4
Meter Repairer	4
Neighborhood Conservation Officer	9
Neighborhood Services Coordinator	8
<u>NIBIN Program Administrator</u>	<u>9</u>

Office Assistant	3
Painter	3
<u>Parks Maintenance Crew Coordinator</u>	<u>9</u>
Parking Attendant	1
Parking Control Supervisor	10
Parking Enforcement Officer	3
Parking Equipment Technician	5
Parking Security Attendant	2
Parks Maintenance Supervisor	10
Parks Superintendent	16
Parts Team Leader	6
Parts Technician	3
Performance Management Technician	9
Permit Office Supervisor	12
Permit Technician	6
Property and Facilities Management Administrative Services Manager	17
Planner	10
Planning and Development Coordinator	17
Planning and Development Services Director	23
Planning Graphics Coordinator	7
Plans Examiner	10
Plans Review Coordinator	11
<u>Playground Inspector</u>	<u>7</u>
Plumbing Inspector	10
Police Applications Specialist	10
Police Cadet	1
Police Chief	23
Police Evidence Assistant Supervisor	8
Police Evidence Specialist	5
Police Evidence Supervisor	13
Police Fiscal Analyst	12
Police Processing Technician	5

Police Records Specialist	5
Police Records Squad Supervisor	8
Police Records Supervisor	12
Pool Maintenance Coordinator	7
Pool Maintenance Specialist	6
Principal Planner	15
Program Analyst	10
Project Planner	11
Project Supervisor	11
Property and Facilities Management Director	21
Public Assembly Facilities Manager	18
Public Safety Attorney	17
Public Safety Communications Operator	6
Public Safety Communications Squad Supervisor	10
Public Safety Communications Supervisor	13
Public Safety IS Manager	18
Public Safety Research Analyst	8
Public Works Dispatcher	5
Real Estate Director	15
Recreation Administrative Manager	12
Recreation Center Supervisor	9
Recreation Leader	2
Recreation Maintenance Supervisor	11
Recreation and Parks Director	21
Recreation Technician	5
Registered Nurse	11
Rehabilitation Construction Advisor	8
Rehabilitation Construction Supervisor	13
Rehabilitation Loan Officer	9
Rehabilitation Construction Supervisor	12
Risk Administrator	16
Safety and Loss Claims Investigator	10

Safety Inspector	12
Recycling Program Administrator	12
Sanitation Equipment Operator	6
Sanitation Equipment Operator - Senior	7
Sanitation Ombudsman	12
Sanitation Operations Supervisor	11
Sanitation Safety Inspector	10
Sanitation Supervisor	11
Senior Accounting Clerk	6
Senior Administrative Assistant	10
Senior Administrative Clerk	5
Senior Administrative Council Clerk	8
Senior Building Inspector	12
Senior Buyer	10
Senior Chemist	11
Senior Civil Engineer	15
Senior Civil Engineer - Solid Waste	15
Senior Community Assistance Liaison	12
Senior Community Educator	10
Senior Concrete Finisher	7
Senior Contact Center Representative	5
Senior Crew Coordinator	9
Senior Crew Coordinator	9
Senior Crew Coordinator - C&M	9
Senior Crew Coordinator - Outfall	9
Senior Crew Coordinator - PFM	9
Senior Crew Coordinator - Rec	9
Senior Crew Coordinator - Solid Waste	9
Senior Crew Coordinator - Transportation	9
Senior Crew Coordinator - Wastewater	9
Senior Crew Coordinator II - C&M	10
Senior Crime Analyst	12

Senior Dryer Technician	8
Senior Electrical Inspector	12
Senior Electrician/Electrical Specialist	9
Senior Engineering Technician	10
Senior Financial Analyst	14
Senior Financial Clerk	7
Senior Financial Technician	9
Senior Fleet Technician	7
Senior Human Resources Analyst	15
Senior Information Systems Administrator	15
Senior Information Systems Analyst	15
Senior Instrumentation Technician	9
Senior Mechanical Inspector	12
Senior Meter Repair	6
Senior Office Assistant	5
Senior Parking Enforcement Officer	4
Senior Plans Examiner	15
Senior Plumber	7
Senior Plumbing Inspector	12
Senior Project Supervisor	13
Senior Public Safety Communications Operator	8
Senior Real Estate Agent	6
Senior Recreation Center Supervisor	10
Senior Recreation Leader	7
Senior Recreation Maintenance Mechanic	6
Senior Rehabilitation Construction Advisor	11
Senior Rehabilitation Loan Officer	10
Senior Special Projects Coordinator	13
Senior Traffic Signal Technician	8
Senior Utilities Plant Supervisor - Water Treatment	12
Senior Utilities Mechanic - Lift Stations	9
Senior Utilities Plant Mechanic - Water Treatment	9

Senior Utilities Plant Mechanic - WWM	9
Senior Utilities Plant Operator - Elledge	8
Senior Utilities Plant Operator - Wastewater	8
Senior Utilities Plant Operator - Water Treatment	8
Senior Utilities Plant Supervisor - Wastewater	12
Senior Video Producer	11
Senior Video Production Specialist	11
Senior Warehouse Clerk	6
Senior Water Servicer - Meter	6
Senior Weighmaster	6
Senior Zoning Inspector	12
Service Writer	3
Small Business Development Manager	14
Small Business Development Specialist	9
Solid Waste Administrative Supervisor	14
Solid Waste Engineering Supervisor	18
Solid Waste Operations Analyst	13
Solid Waste Operations Supervisor	11
Solid Waste Supervisor	11
Special Facilities - Athletic Supervisor	12
<u>Special Facilities Superintendent</u>	<u>16</u>
Special Projects Coordinator	11
Stormwater Civil Engineer	14
<u>Stormwater Inspector</u>	<u>11</u>
Stormwater Operations Analyst	14
Stormwater Operations Supervisor	13
Stormwater Technician	9
<u>Strategic Initiatives Administrator</u>	<u>17</u>
Street Lighting Specialist	6
Streets Supervisor	11
Survey Party Chief	12
Survey Technician	6

Survey Worker	3
Sustainability Program Manager	14
Team Leader - Fleet Services	10
Telecommunications Response Operator	4
Therapeutic Recreation Program Supervisor	9
Trades Helper	5
Trades Helper - HVAC	4
Trades Helper - Urban Forestry	4
Traffic Electronics Technician	8
Traffic Maintenance Coordinator	7
Traffic Maintenance Supervisor	11
Traffic Maintenance Worker	5
Traffic Sign Maker	5
Traffic Signal System Supervisor	10
Traffic Signal System Technician	7
Traffic Signal Technician	7
Transportation Engineer	15
Transportation Finance Manager	15
Transportation Operations Manager	17
Transportation Planner	10
Transportation Principal Planner	15
Transportation Project Planner	11
Treasury Manager	16
Tree Trimmer - PFM	6
Urban Forester - PFM	10
Utilities Capital Project Engineer	17
Utilities Electrical Specialist	9
Utilities Financial Analyst	12
Utilities Operation Specialist - Meter	7
Utilities Operations Specialist - C&M	7
Utilities Plant Mechanic - Lift	8
Utilities Plant Mechanic - Water Treatment	8

Utilities Plant Mechanic - WWM	8
Utilities Plant Operator - Elledge	8
Utilities Plant Operator - Wastewater	8
Utilities Plant Operator - Water Treatment	8
Utilities Plant Operator - WWM	8
Utilities Plant Supervisor - Dryer	11 12
Utilities Plant Supervisor - Solid Waste	11 12
Utilities Plant Supervisor - Wastewater	11 12
<u>Utilities Plant Supervisor – Water Treatment</u>	<u>12</u>
Utilities Public Information Officer	13
Utilities Services Coordinator	11
Utilities Supervisor - C&M	12
Utilities Supervisor - Collections	12
Utilities Supervisor - GIS	12
Utilities Supervisor - Second Shift - C&M	12
Utilities Supervisor - Technicians	12
Utilities Supervisor - Wastewater	12
Utilities Supervisor - Water Treatment	12
Utilities Supervisor - WWM	12
Utilities Warehouse Manager	11
Utility Billing System Specialist	7
Utility Customer Service Manager	15
Utility Services Communications Coordinator	12
Vegetation Management Director	16
Vegetation Management Supervisor	11
Vehicle for Hire Inspector	6
Vehicle Operator - PFM	3
Vehicle Operator - Sanitation	3
Victim Assistance Coordinator	9
Video Productions Specialist	10
Warehouse Clerk	4
<u>Warehouse Inventory Specialist</u>	<u>8</u>

Warehouse Supervisor	9
Waste Residuals Technician - Dryer	6
Wastewater Collection System Supervisor - C&M	12
Wastewater Plant Superintendent	19
Water Service Field Supervisor - Meter	9
Water Servicer - Meter	4
Water Servicer Inspector - Meter	6
Water System Distribution Supervisor - Meter	12
Water Treatment Plant Superintendent	19
Web Content Coordinator	12
Weighmaster	3
Weighmaster Supervisor	6
Welder	7
Wellness Nurse	9
Zoning Plans Examiner	10

SECTION IV: Article II. Compensation, Section 34. Restoration of Merit Pay, is hereby added to authorize a merit pay adjustment at mid-year FY 2020-2021 if the City Council determines there are sufficient federal and/or state coronavirus relief funds or other budgetary resources available based on an assessment of the City's financial outlook in October 2020.

(a) The city council may authorize a merit pay adjustment at mid-year FY 2020-2021 if they determine there are sufficient federal and/or state coronavirus relief funds or other budgetary resources available based on an assessment of the City's financial outlook in October 2020.

SECTION V: Article III. Benefits, Section 43 (c). Legal holidays, is hereby amended to eliminate the requirement that employees must use their accrued holidays within ninety (90) days:

(c) Full-time employees will receive pay equivalent to their regular work day, for each authorized holiday (as such). For work on holidays nonexempt and exempt full-time employees may be granted and may receive, in addition to compensation for the actual hours worked, another day off equivalent to their regular work day provided said day is at the approval of the department head, ~~and is taken within ninety (90) days from accrual.~~ Exempt full-time employees working a holiday may be granted and may receive another day off equivalent to their regular work day provided said day is approved by the department head ~~and is taken within ninety (90) days of accrual. Failure to take the said day off within ninety (90) days will result in loss of the accrued holiday.~~

SECTION VI: Article III. Benefits, Section 43 (d). Legal holidays, is hereby amended to increase the number of holidays that employees may accumulate and carry over per calendar year from six (6) to nine (9):

(d) Employees may accumulate and carry over a maximum of ~~six (6)~~ nine (9) holidays per calendar year.

SECTION VII: Article III. Benefits, Section 44 (b). Leave of absence, is hereby amended to authorize the city manager or his designee to approve the advancement of sick leave for COVID-19 related circumstances:

(b) *Sick leave.* Each full-time employee will accumulate sick leave at the rate of one (1) workday with full pay for each month of service. Sick leave with pay may be used for absences necessitated by injury or illness of the employee or of a member of the employee's immediate family (father, mother, husband, wife, son, daughter, brother, sister, grandfather, grandmother, grandchild, father-in-law, mother-in-law, or parental guardian); maternity related illness or injury; birth of a child; adoption of a child; placement of a child for foster care; required dental care; exposure to contagious diseases; and visits to various medical professionals. Sick leave with pay may also be granted in the case of death of a member of the employee's immediate family. To be eligible for sick leave with pay, an employee must promptly report to the supervisor and/or department head the reason for the absence; keep the supervisor and/or department head informed on an agreed upon schedule of the employee's condition; and permit and agree to any medical examination and/or certification which the city may consider necessary. Claiming sick leave under false pretenses shall be cause for disciplinary action. For certified members of the fire department who are assigned to a fifty-six-hour work week, sick leave shall be accrued at a rate of one (1) twenty-four-hour workday with full pay and charged when absent from regularly scheduled duty for sickness at the rate of one (1) day for twenty-four (24) hours shift missed. For certified members of the fire department who are assigned to a forty-hour work week, sick leave shall be accrued at a rate of one (1) eight-hour workday with full pay and charged when absent from regularly scheduled duty for sickness at a rate of one (1) day for eight (8) hours shift missed.

Employee may choose to substitute paid sick leave for unpaid FMLA leave in situations covered by both policies. In the event of such a substitution, the leave will be charged against both sick leave and FMLA leave.

The city manager or his designee shall have the authority to approve the advancement of sick leave to employees who are confronted with a major illness or injury and who have exhausted all accrued paid leave. All advanced sick leave shall be restored to the city by the employee through normal accrual upon the employee's return to work. Irrespective of the foregoing, the city manager for reasons related to COVID-19 may approve the advancement of sick leave even if the employee has not exhausted all accrued paid leave. Depending upon the COVID-19 related circumstances, the city manager may waive the restoration requirement. The city manager shall implement a policy to carry out the provisions herein. Upon ~~termination~~

separation, any remaining advanced sick leave shall be charged against the employee's accrued leave balances, unless waived by the city manager.

SECTION VIII: Article III. Benefits, Section 46 (B)(5). Employment status and benefits, is hereby amended to note that the city manager has the authority establish the performance evaluation dates for all city employees:

(B) *Benefits* :

- (1) No benefits will be provided to seasonal employees.
- (2) Except as otherwise provided, no benefits will be provided to part-time or temporary employees whose regular work schedule requires less than thirty (30) hours per workweek.
- (3) No benefits will be provided to temporary and part-time employees during the first six (6) months of employment.
- (4) Following six (6) months of continuous employment, temporary and part-time employees regularly working thirty (30) or more hours per workweek shall be eligible for the following benefits:
 - (a) *Holidays*. Each qualifying temporary and part-time employee shall be paid for authorized holidays, provided the employee works on either the day before or the day after the holiday. Hours paid and the rate of pay will be calculated by the same method used for full-time employees.
 - (b) *Sick leave*. Each qualifying temporary and part-time employee will accrue sick leave at the rate of one (1) day per month beginning with the seventh month of employment. In accordance with G.S. 160A-164.1, full time firefighters, police officers, and other employees identified as first responders shall be allowed to use sick leave for any adverse medical reaction resulting from said employee receiving an employment vaccination against small pox pursuant to section 304 of the Homeland Security Act. If anyone of said employees has an adverse medical reaction to an employment vaccination against small pox or becomes infected with small pox or with vaccinia, said employee shall be treated as any other employee with a compensable occupational disease under the North Carolina Worker's Compensation Act.
 - (c) *Health care coverage*. The city will make available health care coverage for each qualifying temporary and part-time employee. Employee deductions for dependent coverage, if desired, will start upon certification for benefits.
 - (d) *Vacation leave*. Each qualifying temporary and part-time employee will be eligible for one (1) week of paid vacation after the completion of one (1) year of continuous employment. Vacation will be accrued beginning with the seventh month of employment. After one (1) year of continuous employment, vacation will be accrued at the rate of two (2) weeks per year.

**Winston-Salem City Council
APPROVED
June 15, 2020**

(5) Each qualifying temporary employee certified for benefits and part-time employee shall be eligible for merit consideration. The common evaluation date will be ~~June 30th~~ determined by the city manager.

BE IT FURTHER RESOLVED, this resolution shall become effective July 1, 2020.